



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 12/30/2015 Closing Date: 01/13/2016

Position Title: Store Clerk

Department: Eagle Feather Trading Post #1

Work Schedule: Varies/ Part-Time

Wage Rate: \$10.00/HR/ Paid Bi-Weekly/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

Position Title: Store Clerk

Worksite: Eagle Feather Trading Post #1
31071 Hwy. 190
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Cashiering, stocking, pricing, store maintenance inside and outside the store, customer service, and additional duties as assigned.

DUTIES & RESPONSIBILITIES:

1. Greet and make eye contact with each customer entering the store.
 2. Determine the customer's needs and answer any questions for the customer.
 3. Accurately process the customer's transaction(s) as needed on the point of sale register cashiering systems.
 4. Suggest any add on or related sale items.
 5. Appropriately bag or box the customer's purchases.
 6. Assist with customer propane needs by filling customer's propane tanks after the appropriate training.
 7. Put out vendor orders as directed, including any goods back-stocked from previous orders received.
 8. Clean all areas of the store, including restrooms, as directed from established store daily work lists.
 9. Balance daily assigned register receipts as per store policy and procedures.
 10. Follow all established policies and procedures.
 11. Must attend all meetings as scheduled.
 12. All other duties as assigned.
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QUALIFICATIONS:

1. Must be able to work all shifts.
2. Must be able to work weekends and holidays.

3. Must be able to work extended hours and overtime as customer needs dictate.
4. Must have a high school diploma or GED.
5. Prefer prior experience with point of sale cash registers.
6. Prefer prior one year experience in a high volume retail environment
7. Must be 18 years of age or older.
8. Must successfully complete a pre-employment drug / alcohol screening and background check.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Must maintain and provide excellent customer service.
2. Ability to read and write common vocabulary using correct spelling and grammar.
3. The ability to add, subtract, multiply, or divide quickly and correctly.
4. Ability to conduct daily work assignments from written and verbal instructions.
5. Excellent verbal and listening skills.
6. Ability to influence others in a positive manner.
7. Ability to handle and maintain confidential information.
8. Ability to work with persons of various social, economic, and cultural backgrounds.

WORKING CONDITIONS:

- Must be able to lift up to 50 pounds frequently.
- The employee is required to sit, stand or walk for long periods of time, as well as bending, reaching, twisting, turning, stooping, and kneeling.
- Specific vision abilities required by this job include near and far sighted vision
- Ability to occasionally climb a ladder to store or retrieve materials, and/or place or remove signs
- Ability to grasp, reach and manipulate objects with hands up. (This work requires eye-hand coordination, and may require bilateral coordination of hands)
- Able to work in cold environments (stocking and cleaning coolers)
- The job requirements list is not a complete description of responsibilities, but the list reflects the general qualifications, duties and/or responsibilities necessary to perform this position. The Company reserves the right to revise the job description when circumstances are necessary for reasons like, but not limited to, new systems, technical developments, emergencies, workload and/or personnel changes.

This position reports to: Assistant Store Manager / Store Manager

Supervises: None

Salary: \$10.00/HR
Paid Bi-Weekly/ Overtime Eligible

Working Hours: Part-Time/Hours Vary

Benefits: None

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).